

**RICHFIELD BLM FIELD OFFICE**

# **Incident Qualification Review Committee OPERATING PLAN**



**2016**

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# **I Authority, Goals, Policy, References, and Committee Members**

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## **1. Authority**

The Interagency Standards for Fire and Aviation Operations requires each unit with fire management responsibilities to establish an Incident Qualification Card qualification and certification process, which may include a qualification and certification committee. IM 2014-53 also directs the BLM to establish procedures for managing incident staffing for all-hazards incidents.

## **2. Goals**

The Qualification Review Committee (QRC) is established for oversight of the Incident Qualifications and Certification System. The committee provides a process to review personnel employed by these units that are assigned to Incident Command System Positions, Prescribed Fire positions, and All Hazards positions. The committee makes recommendations to the certifying official(s).

## **3. Policy**

BLM employees shall comply with the qualification requirements as established by the Wildland Fire Qualifications System Guide (PMS 310-1). BLM employees must also follow all applicable agency requirements contained within the BLM Standards for Fire Training and Workforce Development, and the Interagency Standards for Fire and Aviation Operations (Red Book). For All-Hazards responders, employees will be qualified in accordance with the DOI Emergency Management Policy and as described in the Incident Positions Qualification Guide (IPQG).

## **4. References**

- a. Standards for Fire and Aviation Operations.
- b. Wildland Fire Qualifications System Guide, PMS 310-1 (current and historical).
- c. Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1.
- d. Field Managers Course Guide, PMS 901-1.
- e. BLM Standards for Fire Training and Workforce Development.
- f. DOI Incident Positions Qualification Guide.

## **5. Committee Membership**

The Qualifications Review Committee will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities, as well as the individuals' capabilities who are being rated. In areas cooperating with other federal, state, or local agencies, an interagency qualification and certification committee should include representatives from each unit.

At a minimum, the committee shall be composed of the following

- a. Assistant Fire Management Officer.
- b. Primary Account Manager.
- c. Representatives with knowledge of functional areas and unit personnel.

While additional members may not be required at all meetings, they could be called to assist in addressing training, performance, or qualification issues identified within their field of expertise.

## **II Roles and Responsibilities**

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### **1. District Manager**

- a. The Agency Administer (or delegate) is responsible for annual certification of all Agency and Administratively Determined (AD) personnel serving on wildfire, prescribed fire, and all hazard incidents.
- b. Ensure capability to delegate fire management duties to principle acting's.
- c. May delegate signing authority for Incident Qualification Cards to the Fire Management Officers.

### **2. Certifying Official**

#### **Fire Management Officer**

The BLM Assistant Fire Management Officer for Richfield Field Office has been delegated Fire Program Management responsibility for their unit and will serve as the Certifying Official.

- a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.
- b. Certifies and signs incident qualification cards for employees on their units.
- c. Authorizes and grants certification by signing the "Agency Certification" on the inside front cover of the PTB. Only the home unit has the authority to certify an individual's qualifications (PMS 310-1).
- d. Specify location on the unit where employee master files will be maintained.
- e. Ensure all Administratively Determined (AD) employees meet the qualifications and certification standards of the hiring agency.
- f. Ensure the employee master files contain current:
  - Training records for all agency required courses.
  - Evaluations from assignments.
  - Position task book verification.
  - Yearly updated IQCS forms.
  - Yearly updated Responder Master Record (RPTC028) from IQCS.

### **3. Qualifications Review Committees (QRC)**

- a. Ensure that qualifications generated by IQCS for employees are valid by reviewing the training and experience of each employee.

- b. Review Incident Qualification Cards to ensure that employees are meeting the requirements of the BLM.
- c. Determine whether each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.
- d. Makes recommendations to the appropriate Agency Administrator or designee responsible for final certification signature.

#### **4. Committee Members**

Some committee members will be assigned an area of responsibility. For that area you are responsible for the following.

- a. Counsel employees with fire qualifications on their position development and qualifications, including training and the next logical position within the Incident Command System.
- b. Encourage all fire-qualified employees to maintain their own personal copy of all fire related records.
- c. Serve as the routing point for Task Book Initiation requests, Task Book Review Requests, and annual IQCS Master Record Reviews.

#### **5. Primary IQCS Account Manager**

- a. Administer IQCS for the Unit.
- b. Designate alternate Account Manager.
- c. Receive, validate and enter data into IQCS. (This may be delegated to additional Account Managers on the Unit.)
- d. Ensure appropriate documentation exists for all competencies that are entered into IQCS.
  - To add a non-task book position use the **Recommendation for Certification of a Non-PTB Position** Form.
  - To add other Admin Actions or Competencies (e.g. Task Books, training, etc.) use the **Authorization to Grant Admin Actions or Competencies in IQCS** Form.
- e. Provide reports from IQCS in preparation for QRC meetings:
- f. Prepare Incident Qualification Cards for Unit Certifying Official signatures.
- g. Attend QRC meetings and ensure all committee actions are documented and distributed to all committee members. A copy of this documentation will be available for preparedness reviews and auditing purposes.
- h. Maintain all employee incident qualification master files.

## **6. Supervisors**

- a. Provide for the development of the employee's skills by identifying qualification positions that are realistic in relation to the ability of the employee. Confer with Fire Management to determine the needs of the local unit and Geographic Area.
- b. Ensure the [IQCS New Responder Form](#) is filled out and turned into the Primary IQCS Account Manager for all new employees that will have fire qualifications.
- c. Inform Primary Account Manager of any temporary/seasonal employees that no longer need to be active in the IQCS system.
- d. Provide approval for employees to request task books.

## **7. Employees**

- a. Annually review Master Record and return any updates to the Primary Account Manager.
  - b. Route requests for task book initiations and approvals through your committee member representative.
  - c. Notify the Primary Account Manager of any change in employment status so that the IQCS data base can be updated. This includes change of agency, job series, and employment type (PFT, career, retirement, transfer, etc).
  - d. Ensure copies of all incident performance evaluations, task book events, fire experience and completed task books, are provided to the Primary Account Manager.
  - e. Maintain own documentation of qualifications that are consolidated and readily available upon request.
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### III Richfield BLM QRC Operating Procedures

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In addition to following all guidance in the Wildland Fire qualification System Guide (PMS 310-1) and the BLM Standards for Fire Training and Workforce Development; this section will address local procedures for the Richfield BLM Field Office.

#### 1. Committee Members

Name	Position	Role/Area of Responsibility
Noni Dalton	Training Officer Central Utah Fire	<b>Primary IQCS Account Mgr Chair of Committee</b>
Todd Murray	AFMO Richfield FO	<b>RFO Certifying Official</b> <i>Richfield Field Office/RFO ADs Hanksville BLM Field Station</i>
Jeff Bergfeld	FOS Richfield FO	<i>Richfield Fire Crew (BLM)</i>
Vacant	Center Manager RIFC	<b>Backup IQCS Account MGR</b>

Committee Members will be the routing point for employees within their *Area of Responsibility* for task book initiation requests, task book review requests, and annual IQCS Master Record reviews.

#### 2. Meetings

- a. Qualifications and Certification Review Meeting: This meeting will occur each spring and will consist of reviewing and certifying qualifications for the upcoming season. The committee chair will arrange a place, date, and time for the meeting and have required reports available.
- b. Task book approvals: The QRC will meet as needed to review any completed task books that have been submitted for approval. These meetings can be held multiple times throughout the year.
- c. The Committee Chair may call additional meetings if deemed necessary.
- d. Each member of the QRC in attendance at meetings has an opportunity to provide input.
- e. Certifying Officials will take the opinion of the committee members into consideration, but ultimately the Certifying Official will make the final determination on certification issues.

### 3. Documentation

- a. All committee decisions and actions will be documented.
- b. All certifications will be documented in writing.
- c. All committee documentation will be located with the master records and available upon request.
- d. Official master records will be maintained at the Fire Management Building in Richfield by the Primary Account Manager.
- e. The QRC operating plan will be effective until there is a change in policy or local procedure. It will be reviewed annually.

### 4. QRC Timeline

The following timeline outlines various processes that are the responsibility of the QRC, Fire Training Coordinator, and Primary Account Manager. These reoccur annually.

ACTION	TARGET DATE	RESPONSIBILITY
Provide copy of Incident Qualifications Master Record to all employees via committee representatives.	2/15	Primary Account Manager
Review Master Records in preparation for IQCS Update and return any updates to Primary Account Manager.	3/15	Employee/Supervisor
Certification of Incident Qualifications Cards.	4/15	QRC
Print Incident Qualifications Cards.	6/1	Primary Account Manager
Incident Qualifications Card to Certifying Officials for signature.	6/2	Primary Account Manager
Signed Incident Qualification Cards to Units.	6/5	Certifying Officials and/or Primary Account Manager



## 5. Qualification Review Process

### a. Currency

To maintain currency in a position you must perform that position (or another position that will maintain currency) once every 3 years for aviation, dispatch, and faller positions; and once every 5 years for all other positions.

This must be recorded on your experience sheet and turned in for entry into the IQCS system.

### b. Re-certification

If an employee (including an agency sponsored AD) has lost currency in a position, the employee is converted to trainee status for that position. In order to regain full qualification for the position, the employee must demonstrate the ability to perform in the position as determined by the Certifying Official.

For positions where a PTB is required, the BLM Recertification Evaluation must be completed.

### c. Positions for Which No Task Book Exists

Recommendation for certification of positions that do not have a position task book (or other established certification procedure) will be submitted to the QRC using the *Recommendation for Certification of Non-PTB Positions form*. This form will be used as the authorization to add the position to the Incident Qualifications Card.

There are many positions for which no task book exists. Requirements for these can be found in the Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1.

DRIV: To have driver added to your qualifications card the above form must be accompanied by:

- Copy of valid state issued driver's license
- Proof of Defensive Driving within the past 3 years

## 6. Task Book Process

- a. **Requests/Initiation:** All requests for new Position Task Books will be made on the *Task Book Request Form* and submitted to the Committee Member for your area of responsibility. Committee Members will then route the request to the Primary Account Manager who will ensure that all pre-requisites have been met and that the PTB can be entered into IQCS. The new Position Task Book will then be issued by the Training Officer. Task books may be *initiated* without completing required training first, only with the approval of the AFMO. **However, all required training must be completed before task books are submitted for certification.**
- b. **Approval:** Complete task book with appropriate dates and signatures must be submitted to the Committee Member for your area of responsibility who will provide an initial review of the task book for completeness and accuracy and fill out the header of the Task Book Review Form. If the task book is not filled out correctly it will be returned to the employee and will not be considered for certification until all items are filled out appropriately.

The Committee Member will route complete task books to the Primary Account Manager who will run the IQCS responder to role report to ensure completeness of all requirements, and provide a secondary review of the task book. If an employee is missing a requirement they will be notified and the task book will not be forwarded for approval until all requirements are met.

The Primary Account Manager will submit completed task books where all requirements have been met to the QRC for group review and approval. Task book reviews will be documented on the *Task Book Review Form*.

- c. **Certification:** The BLM AFMO will be the Certifying Official for all task books and sign the “Agency Certification” section in the front page of the PTB for employees on their unit.

Ideally certification will occur only after group review at quarterly meetings, but if the need for certification arises between quarterly meetings (e.g. deadlines for job applications, nominations, etc.) the certifying official may do so at their discretion.

The desired standard for certification will be that employees need to have had at least two assignments, two different evaluators, and in two different fuel types (as appropriate).

- There may be some exceptions for having 2 different evaluators if an individual is assigned to a team and has the same trainer.
- To be signed off as a FFT1 there must be at least one assignment as part of a 20-person hand crew or Wildland Fire Module.
- To be signed off as a DIVS there must be at least one assignment with a Type 1 or 2 Incident Management Team.
- Stump evaluations must be included with Faller Task books.
- For single resource boss, CREW is defined as 18-20 members.
- **Ultimately the certifying Official has the final say.**

## **IV Appendix -- Forms**

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1. **Recommendation for Certification of Non-PTB Positions**
2. **Authorization to Grant Admin Actions or Competencies in IQCS**
3. **Task Book Request Form**
4. **Task Book Review Form**
5. **BLM Recertification Evaluation**

## Recommendation for Certification for a Non-PTB Position

<b>Employee Information</b>				
Name of Employee:				
Date of Request:				
Unit where employed:				
Job Title:				
Supervisor:				
<b>Position</b>				
Position being requested for certification:				
Rational for certification: (Attach any supporting documentation)				
Employee should be certified as:		Qualified		Trainee
<b>Relevant Training</b>				
I100 completed:	Date:			
IS700 completed:	Date:			
Other Related Training or experience:				
<b>Related Assignments</b>				
Incident Name	Date	Duration	Complexity	Evaluator
<b>Approval</b>				
Supervisor Signature:				Date:
Committee Member Signature:				Date:
Certifying Official Signature:				Date:
Competency granted in IQCS by:				Date:

## Authorization to Enter Admin Actions or Competencies in IQCS

<b>Employee Information</b>	
Name of Employee:	
Unit where employed:	
Job Title:	
<b>Admin Action/Competency</b>	
What Admin Action or Competency needs to be granted?	
Rational:	
<b>Approval</b>	
Certifying Official Signature:	Date:
Admin Action/Competency Granted in IQCS by: Signature:	Date:

## Form for Requesting a New Position Task Book

Name:	Date:	Requested Task Book:
Duty Station:	Agency:	Home Unit Phone #:
<b>Position Prerequisites/Date Acquired.</b>		
<i>You must meet all Position Prerequisites <b>prior to</b> be issued a new Position Task Book</i>		
/	/	
/	/	
/	/	
<b>Missing Training Requirements</b>		
<i>To be issued a TB prior to completing required training, you must have AFMO approval. You must complete all training requirements prior to certification.</i>		
<b>Other active task books:</b> <i>You can only have 6 active task books at one time and no more than 2 in any one functional area. (e.g. 2 in operations, logistics, etc.)</i>		
1.	4.	
2.	5.	
3.	6.	
SUPERVISOR SIGNATURE:		
COMMITTEE MEMBER APPROVAL:		
PRIMARY ACCOUNT MANAGER VERIFICATION:		
FS Zone/BLM Assistant FMO APPROVAL (If applicable):		

1 – After getting supervisor approval, submit this completed form to your Committee Member who will route it to the Primary Account Manager (PAM), who will ensure that all prerequisites are in place. If not, you will be informed of what is missing.

2 - If the request is accepted the PAM will initiate the PTB, make a copy of the front page for the training files, and enter the new PTB into IQCS. The new training position will be added to your qualifications card, and the initiated PTB and a new qualifications card will be sent to you.

3 – You have 3 years from the date of your first trainee experience in IQCS to complete your PTB. If no assignments are completed within 3 years from the date of initiation the PTB will expire. **Note:** *experiences that you were evaluated on need to be turned in on your experience sheets.*

4 - Once the PTB has a final evaluator, turn it into your Committee Member for routing through the approval/certification process. *Desired certification standards include a minimum of 2 assignments, 2 different evaluators, and 2 fuel types (where applicable). In certain positions (where you are assigned to a team) or certain situations, you may not be required to have 2 different evaluators. This will be determined by the Certifying Official on a case by case basis.*

5 – After the PTB is certified, the PAM will make a copy of the certification page and all evaluator pages in the back, and enter the completed PTB into IQCS. The original PTB, along with a new qualifications card, will be sent back to you.

## Task Book Review Form

Employee:	Position:	Field Office:
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### Evaluation Summary

Incident Name	Fire Location ST/UNIT	# of shifts	Fuel Type For Ops (Grass, Brush, Timber, Slash)	Evaluator

Has an assignment been completed off unit?	Yes/No	Where:
For operations positions, what fuel types have been encountered?		Grass    Brush    Timber    Slash
If for DIVS, has Team assignment been completed?		Fire
If for FFT1, has hand crew assignment been completed?		Fire

*All above information to be filled out by committee member*

All required training certificates are on file?	<b>Yes</b>		<b>No</b>		If no, what is missing?
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*To be verified by IQCS Account Manager*

		Initial		
Date of Review:		Yes	No	Comments
IQCS Account Manager	Noni Dalton			
BLM AFMO Richfield	Todd Murray			
FOS Richfield	Jeff Bergfeld			

## **BLM Recertification Evaluation**

The BLM Recertification Evaluation Form can be found online at:

[http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training/recertification.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/recertification.html)

### **Instructions for filling out the form**

Employee will fill out the top portion of the form on page 1.

*The date of last assignment should be the last time you performed in this position so the certifying official can see how many years it has been since you last performed.*

The employee will then take the form to the certifying official, who will decide if there will be any optional requirements in addition to the mandatory requirement.

The employee and certifying official will then both sign and date the form to show what has been agreed upon for recertification requirements.

The employee will take the form with them on their assignment and give it to the evaluator who will fill out page 2. At the completion of the assignment both evaluator and trainee will sign the bottom of this page.

The employee will then take the evaluation back to the certifying official who will fill out the Final Agency Certification on the bottom of page 1.

This form will then be turned into the IQCS account manager for entry into IQCS and filling in the official fire folder.